

Month	Schedules for Portions of Quarterly Loss Control Committee Meeting Agendas Specific to Qualifying for the RMF and RMWCP Discounts
<i>July</i>	<p><u>Old Business:</u></p> <ol style="list-style-type: none"> 1. Review most recent Risk Management Bulletin. 2. Report in Minutes that the Sexual Harassment, Workplace Violence, Hostile Work Environment, Substance Abuse, and Proper Internet/E-mail Use In The Workplace policies were reviewed for adequacy and compliance; confirmation that training by all employees has been completed and documented. <p><u>New Business:</u></p> <ol style="list-style-type: none"> 1. Review <i>Quick Tips</i> and report in Minutes that Committee reviewed Section 4 of the RM Manual. 2. Discuss questions 1-3 of the RMF Application. <ul style="list-style-type: none"> ✓ Report in Minutes if in compliance or report what items need to be addressed. ✓ Assign duties to bring LCC into compliance with questions 1-3. 3. Assign duties to determine if employees have been informed of the DMP and provided an opportunity to select an alternate DMP; and if a list of employees selecting an alternate DMP will be sent to Risk Management Division by July 31. 4. Conduct Executive Session to review claims and lawsuits.
<i>October</i>	<p><u>Old Business:</u></p> <ol style="list-style-type: none"> 1. Review most recent Risk Management Bulletin. 2. If LCC could not document in July Minutes that entity was in compliance with questions 1-3 of the Application, document how the discrepancies have been addressed. 3. Report in Minutes that the Designated Medical Provider (DMP) program was properly communicated. <p><u>New Business:</u></p> <ol style="list-style-type: none"> 1. Assign duties to conduct inspections of all facilities and development of plans for corrective actions required. 2. Discuss entity's procedure for training and inspection on use of flammables, microwaves, refrigerators, small appliances, heaters, etc. in the workplace. <ul style="list-style-type: none"> ✓ Assign duty to review policy and inspection checklist for adequacy and compliance. 3. Discuss entity's procedure on management of contractual risk. <ul style="list-style-type: none"> ✓ Assign duty to obtain appropriate review and report back to LCC on compliance with Section 5 of the Risk Management Manual, NDCC 54-44.4, NDACC Article 4-12, and directives of OMB related to procurement and management of contractual risk. 4. Assign duty to obtain appropriate review and report back to LCC on adequacy and compliance of the entity's COOP and Records Retention Schedule. 5. Conduct Executive Session to review claims and lawsuits.

Month	Schedules for Portions of Quarterly Loss Control Committee Meeting Agendas Specific to Qualifying for the RMF and RMWCP Discounts
January	<p><u>Old Business:</u></p> <ol style="list-style-type: none"> 1. Review most recent Risk Management Bulletin. 2. Report in Minutes review of completed inspection reports and plan(s) for corrective action(s) to address identified deficiencies. 3. Report in Minutes adequacy of policy on use of flammables, microwaves, refrigerators, small appliances, heaters, etc. in the workplace, completion of inspections, and plan for corrective action. 4. Report in Minutes review and compliance with Section 5 of the Risk Management Manual, NDCC 54-44.4, NDAC Article 4-12, and directives of OMB related to procurement and management of contractual risk. 5. Report in Minutes on review and compliance of COOP and Records Retention Schedule. <p><u>New Business:</u></p> <ol style="list-style-type: none"> 1. Assign duties to determine if documentation is on file of (a) the entity's essential job functions for each job category, (b) the entity's minimum safety standards are posted, (c) safety guidelines have been developed, and (d) all employees have been trained on the entity's ergonomics, safety rules, safe operating procedures and claims management principles. 2. Discuss entity's procedure to train entity employees on Fire, Natural Disaster, Severe Weather, and Bomb Threat policies, how they are communicated to employees annually and at the time of hire, how the process is monitored for compliance, and how the process is documented. <ul style="list-style-type: none"> ✓ Assign duty to review policies for adequacy and compliance. ✓ Schedule training/drills or assign duty to confirm and document procedure for employee training/communication on these policies. Attach documentation to the next meeting's Minutes. 3. Conduct Executive Session to review claims and lawsuits.
April	<p><u>Old Business:</u></p> <ol style="list-style-type: none"> 1. Review most recent Risk Management Bulletin. 2. Report in Minutes that Fire, Natural Disaster, Severe Weather, and Bomb Threat policies were found to be adequate and in compliance, explain how and when training was completed or when it is scheduled to be completed. 3. Report in Minutes the adequacy of and documentation of (a) essential job functions, (b) minimum safety standards, (c) safety guidelines, and (d) ergonomics, safety rules, safe operating procedures and claims management principles. <p><u>New Business:</u></p> <ol style="list-style-type: none"> 1. Report in Minutes the name(s) of committee member(s) who will be attending the annual Risk Management Seminar. 2. Complete RMF Contribution Discount Program Application. 3. Complete RMWCP Discount Application. 4. If Minutes of the meetings have not been forwarded to Risk Management, submit them along with the Applications for the discounts and any applicable documentation. 5. Discuss entity's procedure to train entity employees on Sexual Harassment, Workplace Violence, Hostile Work Environment, Substance Abuse, and Proper Internet/E-mail Use In The Workplace, how they are communicated to employees annually and at the time of hire, how the process is monitored for compliance, and how the process is documented. <ul style="list-style-type: none"> ✓ Assign duty to review policies for adequacy and compliance. ✓ Assign duty to confirm and document procedure for employee training/communication on these policies. Attach documentation to the next meeting's Minutes. 6. Assign to all committee members to review Section 4 of the RM Manual prior to next meeting. 7. Conduct Executive Session to review claims and lawsuits.